ALBEMARLE GENERAL INVOICING GUIDE FOR CHILE

This guide highlights rules relevant to settling payables invoiced to Albemarle. Albemarle's Accounts Payables department will enforce compliance with the rules set forth in this document.

1.NO PO – NO PAY

All payables' invoices issued to Albemarle have to be marked with a Purchase Order (PO) number. PO-s are issued by Albemarle Buyers and are provided to the Albemarle supplier partner (a "Partner") during the purchasing process; this process must precede any invoice issued to Albemarle. All Partners issuing invoices must identify the PO number on their invoice as follows:

- All Partners providing a freight service must quote a PO number beginning with a "6":
    o Example: 6XXXXXXXXX (**10 digits)**
- All Partners providing any goods or service other than freight must quote a PO number beginning with an "8":
    o Example: 8XXXXXXXXX (**10 digits)**

Important notes about the PO process:
- PO line details must match with the billed invoice lines on the invoice image
- A PO issued as a blanket order can, at a maximum, cover 1 years' worth of expenditures; any PO term beyond one (1) year is subject to review with the Albemarle procurement contact
- Albemarle may, on an exception basis, accept PO exempt services; these PO exempt services are defined in Albemarle's procurement policy.
- Any question related to a PO must be directed to the procurement contact issuing the PO

Any invoice submitted without a valid PO will be rejected and returned to the submitting Partner by Albemarle Accounts Payables.

2. INVOICING CHANNELS

All domestic invoices must be submitted to the central SII invoicing database by all Chilean suppliers; an .xml copy of the transaction is required to be submitted to a dedicated Albemarle e-mail address, parallel to submitting the claim via SII (see details in section 3 of this guide).

Non-domestic (foreign 3rd parties) suppliers of Albemarle are required to submit a PDF formatted document to the invoice submission e-mail addresses below (see details in section 4 of this guide):

*Country	Bill-to name	VAT number	Bill-to address	Invoice submission e-mail	AP contact mail
Chile	Albemarle Limitada	85066600-8	Apoquindo 2730, Oficina 1001 Torre 1, Piso 10, Las Condes, Santiago, Chile	Domestic: alb.dte@albemarle.com Foreign: cl.invoices@albemarle.com	proveedores.rwl@albemarle.com
Chile	Sales de Magnesio Limitada	77557430-5	Apoquindo 2730, Oficina 1001 Torre 1, Piso 10, Las Condes, Santiago, Chile	Domestic: smg.dte@albemarle.com Foreign: cl.invoices@albemarle.com	proveedores.rwl@albemarle.com

3. INVOICE SUBMISSION – DOMESTIC CHILEAN 3RD PARTIES FOR DTE

Albemarle in Chile accepts domestic invoice documents only if following requirements are met:
- **An XML formatted file requires to be submitted**
- Albemarle's system only accepts electronic tax documents (DTE) that have been previously accepted by the SII and that have the following structure:

DTE General Structure (XML)	XML Structure Example

```
<EnvioDTE>
  <SetDTE>
    < Caratula >
       .......
       <SubTotDTE>
          <TpoDTE>... </TpoDTE>
          <NroDTE>... </NroDTE>
       </SubTotDTE>
    </Caratula>
    <DTE>
       <Documento>
          <Encabezado>
             ......
          </Encabezado>
          <Detalle>
             ...
          </Detalle>
          <Referencia>
             <NroLinRef>...</NroLinRef>
             <TpoDocRef>...</TpoDocRef
             >
             <FolioRef>...</FolioRef>
             <FchRef>...</FchRef>
          </Referencia>
          <TED>...</TED>
       </Documento>
       <Signature>
       …
       </Signature>
    </DTE>
    <DTE>
       …
    </DTE>
    …
  </SetDTE>
  <Signature>
    …
  </Signature>
</EnvioDTE>
```

```
<EnvioDTE xmlns="http://www.sii.cl/SiiDte"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" version="1.0"
xsi:schemaLocation="http://www.sii.cl/SiiDte EnvioDTE_v10.xsd">
  <SetDTE ID="SetDoc">
    <Caratula version="1.0">
       <RutEmisor>        </RutEmisor>
       <RutEnvia>        </RutEnvia>
       <RutReceptor>        </RutReceptor>
       <FchResol>        </FchResol>
       <NroResol> </NroResol>
       <TmstFirmaEnv>        </TmstFirmaEnv>
       <SubTotDTE>
          <TpoDTE> </TpoDTE>
          <NroDTE> </NroDTE>
       </SubTotDTE>
    </Caratula>
    <DTE version="1.0">
       <Documento ID="        ">
          <Encabezado>
          ...
          </Encabezado>
          <Detalle>
          ...
          </Detalle>
          <Referencia>
             <NroLinRef> </NroLinRef>
             <TpoDocRef> </TpoDocRef>
             <FolioRef>        </FolioRef>
             <FchRef>        </FchRef>
          </Referencia>
          <TED version="1.0">
          ...
          </TED>
          <TmstFirma>        </TmstFirma>
       </Documento>
       <Signature xmlns="http://www.w3.org/2000/09/xmldsig#">
          <SignedInfo>
          ...
          </SignedInfo>
          <SignatureValue>
          </SignatureValue>
          <KeyInfo>
          ...
          </KeyInfo>
       </Signature>
    </DTE>
  </SetDTE>
  <Signature xmlns="http://www.w3.org/2000/09/xmldsig#">
    <SignedInfo>
    ...
    </SignedInfo>
    <SignatureValue>        </SignatureValue>
    <KeyInfo>
    ...
    </KeyInfo>
  </Signature>
</EnvioDTE>
```

XML Electronic Document References: NO PO – NO PAY
- The electronic document must indicate the Purchase Order number and/or the service entry sheet number or good receipt number; service invoices must specify the associated Purchase Order (PO) number and/or the corresponding Service Entry Sheet Number (SES) or Goods Receipt (GR). If these requirements are not met, the invoice will be rejected. Use the following guide to populate the <referencia> section of the XML electronic document:

Example	Explanation
<NroLinRef>1</NroLinRef>	Required field. Enter the value "1"
<TpoDocRef>801</TpoDocRef>	Required field. Indicate "801"
<FolioRef>5144551</FolioRef>	Required field. Replace with purchase order number
<FchRef>2016-07-11</FchRef>	Required field. Replace with purchase order date
<RazonRef>.</RazonRef>	Optional field

- In the case of service invoices, you must also submit the following information in the section <referencia>:

Example	Explanation
<NroLinRef>1</NroLinRef>	Required field. Enter the value "1"
<TpoDocRef>HES</TpoDocRef>	Required field. Indicate "SES" or "GR"
<FolioRef>5144551</FolioRef>	Required field. Replace with the service entry sheet or goods receipt number.
<FchRef>2016-07-11</FchRef>	Required field. Replace with the date on the service entry sheet goods receipt number.
</RazonRef> <RazonRef>	Optional field

- Invoices submitted in .xml format are required to be sent to the following e-mail addresses:
    - Albemarle Limitada – alb.dte@albemarle.com
    - Sales de Magnesio Limitada – smg.dte@albemarle.com
- Albemarle's address must be correctly stated on the invoice
- VAT registration numbers must be added to the invoice image
- Currency assignment must be clear on the invoice & must match the currency of the PO

Non-compliance with the rules above will result in the subject invoice being sent through rejection protocols by the Albemarle Accounts Payables department.

4. INVOICE SUBMISSION – FOREIGN 3RD PARTIES
- All payables statutory legal criteria must be met, including mandatory invoice elements such as: labelling invoices with invoice numbers, dates, labelling the document issued as an invoice (or credit memo), identifying both transacting partners by their correct VAT registration numbers and legal address, describing the subject of the payables transaction with assigning the right value, currency and taxation applicability for the document totals
- All foreign Invoices for Chile must be submitted in PDF to cl.invoices@albemarle.com
- Each invoice must be sent as an individual PDF file as an attachment
- Invoice supporting documents must be bundled as one file together with the invoice image
- The invoice image must be the first page in the PDF bundle

- One e-mail transmission is allowed to have a maximum of 10 attachments as 10 separate invoice documents
- Back-dated invoices are not accepted
- Invoices with future dates are not accepted
- Invoices must be sent through the dedicated foreign company e-mail addresses (see above)
- Albemarle's address must be correctly stated on the invoice
- VAT registration numbers must be added to the invoice image for all countries where legally required
- Currency assignment must be clear on the invoice & must match the currency of the PO

Non-compliance with the rules above will result in the subject invoice being sent through rejection protocols by the Albemarle Accounts Payables department.

5. QUERY MANAGEMENT

Inquiries related to invoicing must be addressed directly to Albemarle Accounts Payables through the regional query e-mail addresses set forth in the previous section *Section 2. Table. Queries are actioned within maximum 3 working days. Inquiries submitted to personal mailboxes of Albemarle's employees are not monitored and will not be acted upon within the Albemarle Accounts Payables framework.

Inquiries related to account statements have to be submitted as Excel - xls/xlsx files to the regional query e-mail addresses, otherwise, they will not be processed.

6. PAYMENT

Albemarle pays invoices on the 2nd and 15th of each month (each a "Payment Cycle Date"). Partner's properly submitted invoices will be paid on the Payment Cycle Date immediately following the applicable payment due date of the subject invoice. If these dates fall on public holiday or weekend, payment will be made on the next working day.

Unless stated in contract or service agreement (or agreed on during the Purchase Order process – see Purchase Order form issued by Albemarle), the default payment baseline is 30 days from receiving the invoice, in addition to the proxy rule clarified above.

Albemarle Accounts Payables prefers to pay invoices via wire transfer. If possible, all invoices issued to Albemarle should list the payee's bank account information to which the wire transfer will be made. Any other payment method (such as check, direct debit) is discouraged and will be subject to an exception-based process.

Important notes about the payment process:
- The Albemarle Accounts Payables department issues a **remittance advice related to a payment being made.** Remittances are sent to the contact e-mail address specified on Albemarle's Partner register. Informed payment can take up to 48hs to be received in the partner's bank account.
- The Albemarle Accounts Payables department requires contact or banking details changes to be submitted through the query addresses specified in the section above.
- Any bank account change requires proof on authenticity of the bank account change request for the Albemarle Accounts Payables to carry out the requested master data change.